

CALFRESH (CF) PROGRAM

REQUEST FOR POLICY/REGULATION INTERPRETATION

INSTRUCTIONS: Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:	5. DATE OF REQUEST: June 19, 2017	NEED RESPONSE BY: ASAP
2. REQUESTOR NAME:	6. COUNTY/ORGANIZATION: Kern	
3. PHONE NO.:	7. SUBJECT: SAR 7 - Submit Month Income Verification Provided	
4. REGULATION CITE(S): 63-508.62	8. REFERENCES: (Include ACL/ACIN, court cases, etc. in references) NOTE: All requests must have a regulation cite(s) and/or a reference(s). ACIN I-14-11, ACL 12-25, 13-17 & 13-80	

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

SAR Period: May–October. SAR 7 Data Month=9/2017 & Submit Month=10/2017

Household provides SAR 7 on October 11th with following answers to questions:

- #9 -Yes the household did receive income in the Data Month and provides check stubs (9/2017).
- #10 - No the household does not anticipate changes in the upcoming 6 months but provides check stub for new employer received in the Submit Month.

Worker calls household but cannot get a hold of them and is unable to determine what income to reasonably anticipate.

Q1. Is this report considered incomplete and sent back to the household to provide verification of new employer and when their other job stopped or is working both jobs?

Q2 is on the next page.

10. REQUESTOR'S PROPOSED ANSWER:

Q1. Yes, the SAR 7 would be considered incomplete and sent back as household answered 'No' but provided contradicting information when check was submitted with new employer.

Q2. No, this report cannot be treated as a voluntary report as the new income was received in the Submit Month but the household was aware of the change in the Data Month. The SAR 7 would be returned as Incomplete to provide information on what income should be projected for the upcoming payment period.

11. STATE POLICY RESPONSE (CFPB USE ONLY):

Q1: Based on the scenario given, CDSS concurs with the proposed answer to question 1. Per ACL 12-25, the SAR 7 shall be considered complete if:

- The form is signed no earlier than the first day of the SAR Submit Month;
- All questions and items are fully answered and information on the SAR 7 together with attached documentation provides sufficient information to allow for the determination of eligibility and benefit level; and
- Required verification is provided."

Q2: The SAR 7 would be considered incomplete. The CWD must send the household a notice of action to inform the client with the specific information and required verification to complete the SAR 7. If the client fails to respond to the NOA, the CWD may discontinue the household without further notice. If the client provides a complete and timely response, the household shall not be discontinued.

FOR CDSS USE

DATE RECEIVED:	DATE RESPONDED TO COUNTY/ALJ: 09/05/17 SS
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